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28 AUG 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Headquarters Operation, Maintenance,  
and Engineering Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL  
Chief, Budget and Fiscal Branch, OL

FROM:

[REDACTED]  
Information and Management Support Staff, OL

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SUBJECT:

Significant OL Accomplishments in FY 1984

1. During the final (fourth quarter) FY 1984 MBO review with the DDA (to be scheduled for October/November), the Director of Logistics (D/L) has been asked to review with the DDA the significant Office of Logistics accomplishments for FY 1984. So that we may assemble a consolidated list of accomplishments for the D/L's review, it is requested that you provide this staff with a list of significant accomplishments/achievements for your organization for FY 1984.

2. Your list should include a narrative statement for each accomplishment that fully explains the particulars of the accomplishment. Please forward your response to this office by COB 21 September 1984.

3. If you have any questions or require additional information regarding this request, contact [REDACTED]

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Distribution:

Orig - Addressees

- 1 - OL/IMSS official
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OL/IMSS/ [REDACTED] (28Aug84)

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OL 4154-84

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17 OCT 1984

MEMORANDUM FOR: Chief, New Building Project Office, OL  
Chief, Personnel and Training Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Headquarters Operation, Maintenance  
and Engineering Division, OL  
Chief, Printing and Photography Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL

FROM:

[REDACTED]  
Chief, Information and Management Support  
Staff, OL

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SUBJECT: Office of Logistics Quarterly Planning  
Conference

REFERENCE: Multiple-addressee memo fm C/P&PS/OL, dtd  
05 Oct 1983, subj Fourth Quarter Objective  
Review, and Planning Program for FY 1984  
(OL 4138-83)

1. The Office of Logistics' (OL) fourth FY 1984 Quarterly  
Planning Conference with the DDA has been scheduled for  
14 November 1984, 0930 hours, room [REDACTED] Updates  
for selected "FY 1984 Directorate-Level Objectives" (Attachment  
A) will be presented at the conference. In preparation for the  
conference a dry run presentation to the Director of Logistics  
has been scheduled for 9 November 1984, 1330 hours, [REDACTED]

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[REDACTED] An agenda for both the dry run and the  
conference is at Attachment A.

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2. Objective presentations to the DDA should not exceed  
five minutes and should cover the accomplishments and  
activities scheduled for the fourth quarter. At a minimum, an  
updated milestone chart will be used as a visual aid. Please  
provide updated milestone charts, for those objectives being  
presented, to IMSS by 2 November 1984. Responsible officers  
are encouraged, whenever possible, to use photographs,  
viewgraphs, charts, etc., to supplement their oral  
presentations to the DDA.

OL 4180 84

SUBJECT: Office of Logistics Quarterly Planning Conference

3. In addition to the above and as described in the referent, fourth quarter updates to "FY 1984 Office-Level Objectives" will be presented to the Director of Logistics at upcoming staff and division biweeklies, scheduled as follows:

RECD	29 October	0900 Hours
HOME	30 October	0930 Hours
IMSS	31 October	0900 Hours
SD	05 November	0900 Hours
SS	05 November	1030 Hours
P&PD	06 November	0930 Hours
PD	07 November	0900 Hours
PMS	07 November	1000 Hours

Each OL component is responsible for presenting these objective updates to the Director of Logistics. Milestone charts should be used to make presentations, and a copy should be provided to IMSS. IMSS will be represented at each of the biweeklies.

4. We have attached listings of "FY 1984 Directorate-Level Objectives" (Attachment B) and "FY 1984 Office-Level Objectives" (Attachment C) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1988 and to the reference for additional information on objective reporting requirements.

5. Questions concerning the Quarterly Planning Conference or the biweekly presentations should be directed to

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Attachments  
As Stated

Distribution:

Orig - Addressee

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OL/IMSS  (17Oct84)

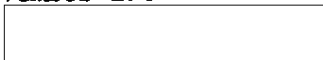
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S E C R E T

A G E N D A

Office of Logistics Quarterly Planning Conference  
14 November 1984 - 0930 Hours



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Opening Remarks

Objectives

Develop formalized "professionalism" program within  
OL - Logistics Management Development Program

Implement the DDA's "Quality of Life  
Program"

Implement corrective action to problems uncovered  
in the P&PD customer-service questionnaire

Agency takeover of M&O of Headquarters facility  
from GSA

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Significant OL Accomplishments for FY 84

Closing Remarks

S E C R E T

FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Home Operation, Maintenance and Engineering Division (HOME)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.



FY 1984 Directorate-Level Objectives (continued)

- Implement corrective action to problems uncovered in the P&PD customer services questionnaire.

Procurement Division (PD)

- Expand personnel exchange program with external agencies.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Real Estate and Construction Division (RECD)

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- Resolve issues of Agency takeover of M&O of Headquarters facility from GSA.
- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

Supply Division (SD)

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- Develop and disseminate customer survey questionnaires and take appropriate action to respond to customer comments.

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FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics  
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

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Procurement Management Staff (PMS)

- Reorganize Procurement Management structure.
- Integrate CONIF with LIMS.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Home Operation, Maintenance and Engineering Division (HOME)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant.
- Resolve problems associated with DCI portraits.
- Continue to improve the physical environment and quality of food in the EDR.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

FY 1984 Office-Level Objectives (Continued)

Real Estate and Construction Division (RECD)

- Construct Northside utility lines to Headquarters, including electrical feeders.
- Install dual setpoint summer/winter thermostats at Headquarters.

Supply Division (SD)

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- Prepare feasibility study and recommendations for efficient repair and return of equipment.
- Establish a VM program to monitor usage of packaging supplies and material on a yearly basis, including a reorder cycle.
- Develop a purification program to improve the viability of the ICS database prior to implementation of LIMS.
- In cooperation with P&PD, prepare a briefing motion-picture film on Supply Division organization/activity at Headquarters and in the field.

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- Update GSA-leased vehicle inventory and establish vehicle records in the FARS minicomputer system for financial tracking in conjunction with OF.
- Establish with a major customer of Logistics the capability to remotely and electronically input directly to the ICS stock issues.